



**DISCRETIONARY GRANTS ADVERT: CALL FOR APPLICATIONS FOR LEVY PAYING ENTITIES**

The Services Sector Education and Training Authority (Services SETA) invites Levy paying entities to apply for discretionary grant funding to Learnerships Employed and Skills Programme Employed interventions

The application window will open on 7 September 2021 at 8:00 AM and will close on 15 October 2021 at 4:00 PM.

For detailed information please refer to our website [www.serviceseta.org.za](http://www.serviceseta.org.za)

Approved by CEO:



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Date: 01 September 2021

## **ANNEXURE A: CRITERIA**

### **2021-22 Discretionary Grant Window Allocations: Call for applications for Services SETA Levy Paying Entities for Learnerships Employed and Skill Programs Employed interventions**

The Services Sector Education and Training Authority (Services SETA) hereby invites suitable Levy paying entities to apply for discretionary grant funding. These grants are intended to meet the sector needs set out in the Sector Skills Plan (SSP), DHET Skill Strategy, ERRP,, Strategic Plan and the priorities set out in the National Skills Development Plan 2030.

This advert is targeted at funding levy paying entities will be training their employees on Services SETA related qualifications and programmes. All programmes to be funded will include practical and theoretical components that are meaningful for the development of the individual learner and achieve substantial progress towards attainment of a full qualification.

#### **2021-22 Discretionary Grant Window Specifications**

The Services SETA is looking for levy paying companies to partner with in delivering the following skills development interventions: Employed: Learnerships and Skill programmes.

##### **Employed Learnerships:**

- Occupational Certificate: Carpenter
- Recruitment Manager Occupational Qualification (not registered)
- Further Education and Training Certificate: Labour Recruitment Services
- Certificate: Software Developer
- National Diploma: Marketing
- Occupational Certificate: Contact Operations Manager
- National Certificate: Contact Centre and Business Process Outsourcing Support - NQF 4

##### **Employed Skill programs:**

- National Certificate: Labour Recruitment Consultancy
- National Certificate: Business Advising Operations
- Further Education and Training Certificate: Auctioneering Support Services

##### **Who can apply?**

The Services SETA is a public institution and is therefore obliged to avail business and skills development training opportunities to all South Africans who meet its requirements. All

stakeholders and role-players with the requisite capacity and good standing legally may therefore apply for Services SETA funded interventions.

Given the special nature of skills development broadly and about SETAs specifically, this Services SETA's discretionary funding is applicable to:

- **Services SETA levy paying entities**

**Note**

- Applicants must have a valid Services SETA Levy number
- Applicants must have contributed levy to Services SETA within the past two years (if applicable).
- Preference will be given to entities who has submitted their WSP
- Preference will be given to applicants with a good B-BBEE standing
- Applicants whose business operations are geographically based in rural areas or nearer, will be prioritized.
- Applicants are also encouraged to target Black (Africans, Coloured and Indians) people, predominately Africans, Female and Youth.
- Where a successful applicant is not an accredited skills development provider or registered education institution, the appointment of an accredited training provider will be handled jointly by that applicant and the Services SETA
- Stakeholders who applied during any previous Discretionary Grant Allocation windows are welcome to apply during this new window of funding whether their previous applications were successful or not.
- For a competitive advantage, applicants are encouraged to train disabled people, or at maximum, number represented in the organisation for the employed, on the basis that the intervention is relevant, for the latter

**Budget guidelines**

The Services SETA seeks to manage the costs of developing learners across its learning programmes. This is necessitated by the varying prices that are charged across the industry for the same qualifications. As such the SETA has determined unit costs per learning intervention to assist applicants in the preparation of their budget plans.

Skill program – R8100 per learners

Learnerships - R 20000 per learners

**Funds will not be awarded for**

The Services SETA will not fund:

- Projects that have already commenced prior to the approval of the application
- Set-up costs, e.g. start-up costs
- Capital expenditure, e.g. building costs, equipment such as computers, etc.
- Existing operating expenses of funded entities e.g. salaries of current employees undergoing training
- Organisational policy development
- Interventions that result only in “awareness” for participants

- Learners who are already engaged in other funded interventions

## **Application Process**

Mandatory compliance documents

In order to be considered for this Discretionary Grant, the following mandatory supporting documents need to be completed and submitted with this application. Failure to do so may lead to immediate disqualification.

- Valid Tax Clearance or Exemption Certificate
- Company Registration Documents
- Declaration of Interest (Form 1a)
- Declaration of Authorised Person (Form 1b)
- Proposal
- BBE Certificate

Applications from non-Services SETA levy paying entities will not be considered.

Application received after closing date will not be considered

## **Evaluation criteria**

The evaluation of the applications will follow the following process:

- Stage 1- Submission through the DG portal
- Stage 2 – Compliance and evaluation – evaluation of mandatory documentation and online submission
- Stage 3 – Due diligence – Applicants that go through to this stage may be requested to provide, inter alia, the following documentation:
- Financial information – latest 1 year reviewed/audited financial statements or latest management accounts
- Lease agreement or title conferring documents in respect of the applicant's operating address
- Governance structure
- Project management, monitoring and evaluation
- PAYE documentation – latest EMP201 showing number of employees
- COID – letter of good standing

Applications must be submitted online through portal accessible on <http://https://dgportal.servicesseta.org.za/dg>

Queries and challenges experienced with the portal to be directed to:

- Helpdesk email to: [dgapps@serviceseta.org.za](mailto:dgapps@serviceseta.org.za)
- Telephone: 011 276 9600